

**MEETING MINUTES
EXECUTIVE COMMITTEE MEETING
East Central Wisconsin Regional Planning Commission**

COMMITTEE MEMBERS: *Alice Connors (Chair), Dean Will (Perm Alt for Steven Abel), Jeremy Johnson (Perm Alt for Elizabeth Moses) (Vice Chair), Dan Gabrielson, Tom Kautza, Dave Morack, Nate Gustafson (Perm Alt for Tom Egan)*

Date: Wednesday, July 10, 2024 @ 1:30 p.m. (In Person) ECWRPC Office

1. Welcome and Introductions –Vice Chair Johnson called the meeting to order at 1:30 p.m.

2. Roll Call

A. Introduction of Alternates, Staff and Guests

Committee Members Present:

Dean Will (Perm Alt for Steve Abel)..... Fond du Lac County
 Jeremy Johnson (Perm Alt for Elizabeth Moses) (Vice Chair)..... Menominee County
 Dan Gabrielson Outagamie County
 Tom Kautza Shawano County
 Dave Morack Waupaca County
 Nate Gustafson (Perm Alt for Tom Egan) Winnebago County

Committee Members Absent (Excused):

Alice Connors (Chair)..... Calumet County

ECWRPC Staff:

Melissa Kraemer Badtke Executive Director
 Craig MoserDeputy Director
 Sara Otting Controller
 Leann Buboltz Administrative Coordinator

3. Approval of the Agenda/Motion to Deviate - A motion was made by Mr. Morack and a second by Mr. Kautza to approve of the agenda as presented. Motion carried.

4. Public Comment – None

5. Approval of the Minutes

- A. May 15, 2024 Executive Committee Meeting
- B. June 13, 2024 Executive Committee Meeting

A motion was made by Mr. Will and a second by Mr. Gustafson to approve of both the May 15, 2024 and the June 13, 2024 Executive Committee minutes as presented. Motion carried unanimously.

6. Announcements and Discussion Items

- A. Director’s Report – presented by Ms. Kraemer Badtke. List not all inclusive
 - 1. Staffing update – Joe Stephenson has moved into the Economic Development planner role recently vacated by Colin Kafka. The Water Quality Management Planner position has been posted. Interviews for LTE Transportation position scheduled this week.
 - 2. Association of WI Regional Planning Commission (AWRPC) meeting – Joe Stephenson and Colin Kafka attended and presented on the Small Community Technical Assistance program. Staff are researching ways of funding this program with partner organizations, making it self-sustaining.
 - 3. Redesignation Update –
 - a. Staff have been attending meetings regarding the redesignation process which involves separating out the Policy Board for the Appleton (Fox Cities) and Oshkosh MPO respectively. Also noted was the area municipalities have already approved Resolutions of Support, totaling 98% of the impacted population. Staff will continue to work with the Department of Transportation and Legal Counsel on the creation of By-laws for the new Policy Board(s).
 - b. Local Government Meetings– Mr. Craig Moser distributed a draft agenda with tentative dates regarding the upcoming meeting with local electives for Committee discussion. He mentioned to the group, that if

other key staff should be involved to inform East Central personnel. It was noted that staff will also be presenting at the Town's Association as well.

4. Regional Comprehensive Plan request – Staff received a request from a Town to complete their Comp Plan after the consultant was prematurely unavailable to complete the project. With the Committee's support, staff would do a Fee for Services Contract to complete this one-time project, possible review at the next Executive Committee meeting.

7. New Business/Action Items

- A. **Proposed Resolution 36-24:** Authorizing the Commission to Enter into an Engagement Letter and Contract with Clifton Larsen Allen, LLP (CLA) for Audit Services for 2024, 2025 & 2026. Ms. Otting shared, that only one proposal was received, which was submitted by Clifton Larsen Allen, LLP who are the current auditors for the Commission. Staff noted that they have been pleased with their work and would recommend approval of the Proposed Resolution 36-24.

A motion was made by Mr. Morack and a second by Mr. Will to approve of **Proposed Resolution 36-24:** Authorizing the Commission to Enter into an Engagement Letter and Contract with Clifton Larsen Allen, LLP (CLA) for Audit Services for 2024, 2025 & 2026 as presented. Motion carried unanimously.

- B. **Proposed Resolution 42-24:** Adoption of The Budget for Calendar Year 2025, Final Tax Levy, and Staffing Plan for the East Central Wisconsin Regional Planning Commission. Based on the Board direction from the June 2024 Executive meeting, Ms. Kraemer Badtke and staff developed the proposed budget showing a total levy of \$675,000 (Option 2). She shared additional information that had been received since the June meeting, which did not impact the proposed tax levy. They include;

- Health Insurance rates – 8.9% increase (10% used in preliminary budget in June)
- DNR Revenue - \$25,000 added per discussion with Department of Natural Resources for the climate, sustainability and equity piece to build in our Water Quality Management.
- Contracts - \$24,000 added due to follow up discussions with member communities for work requested. Since the last meeting, communities have shown an interest requesting assistance on various work projects totaling an estimated \$130,000.00. The current staff would not be able to fulfill all those requests.
- Valley Transit, Transit Development Plan - \$200,000 added – no budgetary impact with expenses matching revenue. The Transportation Committee approved this work program amendment.

- i. Discussion regarding proposed use of Fund Balance to Support SERDI Implementation. Mr. Craig Moser presented four options surrounding the possible utilization of the unrestricted cash on hand-fund balance to phase in additional levy support over the next five years to attain the \$100,000 target.
 - *Option 1* utilizes upfront the \$100,000 along with *Option 2* allowing for the addition of a full-time position in 2025. Mr. Moser shared that *Option 1* proposes to utilize the available unrestricted cash upfront to begin right away in 2024 and implement the Commission's marketing of services available, and supplement the repurposed regional comp plan funding to reach that \$100,000 target in 2025. He also stated that this would enable staff to have the ability to hire the full-time position for contract work and general local assistance. Members posed the question if that proposed amount would be enough in 2025 to cover that fulltime position. Mr. Moser indicated that it would however, it would not cover any interns or additional LTE support. He shared that revenue generated with this position would take place as part of the roles and responsibilities of this position and to seek out contractual work.
 - *Options 3 & 4* would allow for a part time position in 2025 and full-time position in 2026. Mr. Moser indicated that these options would be a little slower moving.

He noted that the purpose is to have an ongoing, sustainable funding source to implement and retain the SERDI Assessment recommendations. *This is informational only, no action necessary.* The Committee may be required (prior to the July Commission meeting) to take action on a budget amendment of 2024 and/or 2025.

A motion was made by Mr. Kautza and a second by Mr. Gabrielson to approve of **Proposed Resolution 42-24:** Adoption of the Budget for Calendar Year 2025, Final Tax Levy, and Staffing Plan for East Central Wisconsin Regional Planning Commission as presented. Motion carried unanimously.

- C. **Proposed Resolution 43-24:** Support and the Approval of the Appleton (Fox Cities) Metropolitan Planning Organization Policy Board Structure and Redesignation Agreement. Ms. Kraemer Badtke presented a brief overview sharing that the Commission Board approved Resolution 23-24 in March 2024 to proceed with the redesignation process by engaging with all local impacted counties and municipalities on the establishment of new MPO Policy Board structure for the Appleton (Fox Cities) MPO. She shared that to date, 19 of the 23 local municipalities have passed resolutions, representing 98% of the impacted population. During the 2023 federal certification review of the Appleton (Fox Cities) MPO, the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) included a strong recommendation to redesignate the Appleton (Fox Cities) MPO policy board. A deadline of September 3, 2024 has been established to complete the redesignation process. The decision was made to work through the same process with the Oshkosh MPO at the same time and using the same methodology.

Ms. Kraemer Badtke stated with having reached the federal requirement of municipal support representing 75% of the impacted population, staff recommends approval of Proposed Resolution 43-24.

A motion was made by Mr. Gabrielson and second by Mr. Morack to approve **Proposed Resolution 43-24:** Support and the Approval of the Appleton (Fox Cities) Metropolitan Planning Organization Policy Board Structure and Redesignation Agreement as presented. Motion carried unanimously.

- D. **Proposed Resolution 44-24:** Support and the Approval of the Oshkosh Metropolitan Planning Organization Policy Board Structure and Redesignation Agreement. During the 2023 federal certification review of the Appleton (Fox Cities) MPO, the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) included a strong recommendation to redesignate the Appleton (Fox Cities) MPO policy board, to ensure compliance with federal requirements. The decision was made to work through the same process with the Oshkosh MPO at the same time and using the same methodology. Staff shared that a majority of the local units of government have already approved Resolutions of Support – totaling **93%** of the impacted population, noting that one town did not take action due to wanting a voting rite not just an advisory vote.

Ms. Kraemer Badtke stated with having reached the federal requirement of municipal support representing 75% of the impacted population, staff recommends approval of Proposed Resolution 44-24.

A motion was made by Mr. Gustafson and a second by Mr. Kautza to approve of **Proposed Resolution 44-24:** Support and the Approval of the Oshkosh Metropolitan Planning Organization Policy Board Structure and Redesignation Agreement as presented. Motion carried unanimously.

8. Informational/Discussion Items

- A. County Roundtable Discussion (*as time permits*)
- i. Waupaca County – Dave Morack read a statement regarding the impact of their computer systems
 - ii. Menominee County – Jeremy Johnson stated that they are still within the tornado clean up phase in their County.
 - iii. Outagamie County – Dan Gabrielson shared that UW Fox Cities Campus is closing. Future use conversations are currently on going.
 - iv. Winnebago County – Nate Gustafson indicated that EAA – Air Venture was currently going on.

9. Establish Time and Place for Next Meeting(s)

- A. **Executive Committee Meeting:** The next Executive Committee meeting will be held on Wednesday, July 24th at 9:15 a.m. prior to the Commission Board meeting and on Wednesday, September 18th, 2024 at 1:30 p.m. An agenda and meeting materials will be forthcoming.
- B. **Commission Meeting:** The next Commission meeting will be held on Wednesday, July 24, 2024 at 10:00 a.m. at Waupaca County Courthouse, 811 Harding Street-Room LL42 (lower level), Waupaca, WI 54981. (Date change due to WCA Conference conflict) Agenda and meeting packet will be forthcoming.

10. Adjourn – Vice Chair Johnson adjourned the meeting with the time noted at 2:42 p.m.

Respectfully submitted by
Leann Buboltz – Administrative Coordinator
East Central WI Regional Planning Commission